

# HTNA 2016 AGM AGENDA

## Hamilton Island

09:00 – 12:00, 11 August 2016

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1. **AGM Opening remarks by HTNA President.**
2. **Acknowledge Members present:**
3. **Apologies:**
4. **Proxy Votes Tabled:**
5. **Minutes from the 2015 AGM tabled:**
6. **President's Report:**
7. **HTNA Award:**
8. **Secretary's Report:**
9. **Treasurer's Report:**
10. **AS 4774.2 Representative's Report:**
11. **NFPA Representative's Report:**
12. **Training Committee's Report:**
  - a) **Nursing Training Committee:**
  - b) **Technical Training Committee:**
13. **Business arising from the 2015 AGM:**
  - a) **Constitution review** – The review is still in progress. If the proposed change (Item 12.12) is adopted that will provide for a more streamlined approach for this review process.
  - b) **Offgassing** – Offgassing is now electronic print only and available on the website for all members to view.
  - c) **Membership numbers** – This was tabled as a concern at the last AGM and the new Executive Committee has taken measures to increase member numbers. These new measures may take time to A report on numbers will be tabled by the Secretary at this AGM.

**14. Constitutional Changes:**

There have been 15 proposals for changes to the Constitutions – all from the same member!!

The table below outlines the proposed changes:

AGM Agenda Item Number	Section Number	Current Wording	Proposed Change	Comments / Explanation	Proposer
14.1	3.1.a	<p><b>Full:</b> Open to any nurse or technician appropriately trained and currently working in the field of hyperbaric or diving medicine. Only full financial members are eligible to vote and hold elected office;</p>	<p>Full Membership – Open to any Nurse, Chamber Operator, Chamber Supervisor, Underwater Medic, or other worker, appropriately trained(1) currently working(2) in the field of Diving or Hyperbaric Medicine. Only Full Members who are financially current(3), are eligible to vote and hold elected office positions(4).</p> <ol style="list-style-type: none"> <li>1.Has completed a certified training program in their chosen field, that has been endorsed by the HTNA’s Training Committee.</li> <li>2.Currently holds a permanent or casual position in the area of hyperbaric or diving medicine/research.</li> <li>3.Have paid their fees as a Full Member of the HTNA and their membership has not lapsed.</li> </ol> <p>1.President, Treasurer or Secretary of the HTNA</p>	<p>The current wording is out-dated and does not allow for changes in our industry. There is no scope for people who fall outside “Nurse” or “Technician” to apply for Full Membership other than via another Full Member raising the issue at an AGM. This process will allow for individuals (or groups) to apply for their training to be endorsed via a decision of the HTNA Training Committees.</p>	David King

14.2	3.1.b	Nil	<p>Member Entitlements:</p> <p><b>Full Member:</b></p> <ul style="list-style-type: none"> <li>• Full voting rights</li> <li>• Ability to serve on the Association's Committees from time to time</li> <li>• 10% reduction in registration fees at the Annual Scientific Meeting</li> <li>• Free attendance to the HTNA's Webinar</li> <li>• Access to the Members Only section of the HTNA's website</li> </ul> <p><b>Associate Member:</b></p> <ul style="list-style-type: none"> <li>• 5% reduction in registration fees at the Annual Scientific Meeting</li> <li>• Can pay an extra annual fee to allow free attendance to the HTNA's Webinar</li> <li>• Access to the Members Only section of the HTNA's website</li> </ul> <p>*Note: The HTNA Executive Committee can ask any individual, including Associate Members or non-members to assist or serve on any of the Association's Committees they may put together from time to time.</p>	I feel we need to list the entitlements relating to each Membership level.	David King
14.3	3.1.d	Honorary Life: awarded to any individual who has made a significant contribution to the Association as decided at the Annual General Meeting (AGM).	Delete This membership level	<p>Currently we have three Honorary Life members (Sharon Keetley; John Kershler and Barry Gibbons), none of which have had anything to do with the Association for many years. This has become a redundant membership level.</p> <p>We should however, arrange some other way of recognising members who have been longstanding, hard-working supporters of the HTNA.</p>	David King
14.4	3.4	<p>The following guidelines shall be observed in the administration of memberships:</p> <p>a) Annual membership fees are due at the beginning of the financial year which extends from 1 July to 30 June; b) Fees shall be payable on application to join;</p>	<p>The following guidelines shall be observed in the administration of memberships:</p> <p>a) Annual membership fees are due on the anniversary of the member's membership application acceptance and initial membership payment; b) Fees shall be payable on application to join; c) Membership may be carried over to the next financial year if</p>	This will bring the renewal practice in to line with the limitations of the website. The website application will however automatically send out emails to members with a reminder at set intervals prior to, and after the membership renewal date.	David King

		<p>c) Membership may be carried over to the next financial year if a membership application is received within three months of the end of the financial year;</p> <p>d) If any member's subscription is in arrears for more than one month, or other monies are owed to the Association for a period to be determined by the Committee of Management (hereinafter called "the Committee"), the Committee may direct that the member's name be removed from the database of members. Such person shall cease to be a member and lose any voting rights;</p> <p>e) The Committee may restore membership upon payment of all monies due to the Association;</p> <p>f) Membership fees will be periodically reviewed at the AGM;</p> <p>g) Members may terminate their membership at any time, however, membership fees will not be refunded, and</p> <p>h) Only full members and honorary life members have voting rights</p> <p>i) The HTNA Committee of management has responsibility for the administration of the Corporate membership and Sponsorship. Changes can be made to Constitution item 3.2 and enclosure one : item 9 without requiring Full Membership vote.</p>	<p>a membership application is received within three months of the end of the financial year;</p> <p>d) If any member's subscription is in arrears for more than one month, or other monies are owed to the Association for a period to be determined by the Committee of Management (hereinafter called "the Committee"), the Committee may direct that the member's name be removed from the database of members. Such person shall cease to be a member and lose any voting rights;</p> <p>e) The Committee may restore membership upon payment of all monies due to the Association;</p> <p>f) Membership fees will be periodically reviewed at the AGM by a vote the HTNA Executive Committee;</p> <p>g) Members may terminate their membership at any time, however, membership fees will not be refunded, and</p> <p>h) Only full members and honorary life members have voting rights.</p> <p>i) The HTNA Committee of management has responsibility for the administration of the Corporate membership and Sponsorship.</p>		
14.5	5	Committee of Management	Management of the Association	There is functionally two management teams working within our Association, the management Committee (as it was known) and the President, Treasurer and Secretary working on the day-to-day activities. I feel it necessary to spell out the different roles these two team have so members know how the Association's mechanisms work.	David King

14.6	5.1	<p>The Committee of Management (the Committee) shall manage the business and affairs of the Association and shall make any decisions or take any action in the best interests of the Association as governed by the terms of the constitution or the will of the members.</p>	<p>5.1 Executive Committee: The Executive Committee shall manage the business and affairs of the Association and shall make any decisions or take any action in the best interests of the Association as governed by the terms of the constitution or the will of the members.</p> <p>Committee positions are only open to Full Members.</p> <p>The Executive Committee consists of: a) President b) Secretary c) Treasurer d) Immediate Past President e) Editor f) A Representative from each Hyperbaric Unit which has HTNA Full Members on staff (see 5.8 below)</p>		
14.7	5.2	<p>Committee positions are only available to full or honorary life members and shall consist of: a) President b) Secretary c) Treasurer d) Editor e) State Representatives - one representative from each State and Territory (except Queensland where there is a Northern and Southern Representative) , and f) New Zealand Representative g) International</p>	<p>5.2 All positions are honorary and each member of the Executive Committee shall hold office for a nominal period of two years unless either: a) Voted out of the position at an AGM, or b) Removed by special resolution at a Special General Meeting of the Association.</p> <p>The tenure shall normally conclude at the end of the AGM, however, the member is eligible for re-election at the AGM. In the event of an unexpected vacancy occurring in the Executive Committee, it may appoint a full or honorary life member of the Association to fill the vacancy until the next AGM / SGM.</p>		
14.8	5.3	<p>All positions are honorary and each member of the Committee shall hold office for a nominal period of two years unless removed by special resolution at a special general meeting of the Association. The tenure shall normally conclude at the end of the AGM, however, the member is eligible for re-election at the AGM. In the event of an unexpected vacancy occurring in the Committee, it may appoint a full or honorary life member of the Association to fill the vacancy until the next AGM.</p>	<p>5.3 The Executive Committee may remove from office Committee officials, however, such an official must be advised in writing of the reason for the action and have the right of appeal at the next Executive Committee meeting.</p>		

14.9	5.4	The Committee may remove from office committee officials, however, such an official must be advised in writing of the reason for the action and have the right of appeal at the next Committee meeting.	<b>5.4</b> The Executive Committee may create positions or form sub-committees to be filled from within its ranks to assist in the management of the Association. Incumbents of such appointments do not automatically become members of the Executive Committee and decisions made are provisional until approved by the Executive Committee.		
14.10	5.5	The Committee may create positions or form sub-committees to be filled from within its ranks to assist in the management of the Association. Incumbents of such appointments do not automatically become members of the Committee and decisions made are provisional until approved by the Committee.	See next row		
14.10	Nil	Nil	<b>5.5 Management Committee:</b> Committee positions are only open to Full Members and has the responsibility of managing the day-to-day activities of the Association. The Executive Committee has financial accountability for up to \$1000, or as advised elsewhere in this Constitution.The Executive Committee consists of:a) Presidentb) Secretaryc) Treasurer		
14.11	Nil	Nil	<p><b>5.6 Constitutional Change Committee:</b></p> <p>The Constitutional Review Committee (CRC) has the role of reviewing and approving, (or otherwise) proposed changes to the Constitution. Proposed changes may only be submitted by Full Members or long-term(1) Corporate Members of the HTNA.</p> <p>The CRC will consist of seven, volunteer members:</p> <ul style="list-style-type: none"> <li>- Two Nurse Representatives</li> <li>- Two Chamber Supervisor Representatives, and</li> <li>- One Other Representative who can be from any stream or position.</li> </ul> <p>All CRC Members must be Full members of the Association.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. 'Long-term Corporate Members are corporate entities who have had 5 uninterrupted years or more of Corporate Membership of the HTNA</li> </ol>		David King

14.12	Nil	Nil	<p><b>5.7 Training Committee</b>  There are two Training Committees in place, one Technical and One Nursing. The Training Committees are responsible for the effective compilation, administering, and development of training requirements for Technical and Nursing staff employed in hyperbaric medicine who are subject to AS4774.2</p>		
14.13	Nil	Nil	<p><b>5.8 Unit Representatives</b>  Unit Representatives are nominated from hyperbaric facilities that have Full Members of the HTNA on staff. Nominations are called for at each AGM but may be changed from time to time as indicated elsewhere in this Constitution.  Each Unit Representative must serve on the Executive Committee and committ to being the communication conduit between that Committee and the Members within their Hyperbaric Unit.</p>		
14.14	16.1	<p>The Association may, by special resolution, alter its statement of purposes or rules at an AGM or SGM, provided that:  <b>a)</b> Twenty eight (28) clear days notice is given in the form of "a notice of motion" to the Secretary who must notify the membership, in writing, forty two (42) clear days in advance of the date set for the meeting where the motion will be considered, and  <b>b)</b> Such a motion is deemed to be carried if it is supported by two thirds majority of the full members.</p>	<p>Any Member may request a change to the Constitution by way of a submission to the Constitution Review Committee (CRC).  <b>a)</b> Submission can be made at any time and the CRC must reply within two months of receipt of the application. The CRC will determine if the submission warrants the suggested change, and if so, will notify the HTNA Secretary to make the change(s).  <b>b)</b> In the event of a written grievance from the member proposing the change, the CRC will step aside and the Executive Committee will consider the proposed change (wording to remain as proposed). The Executive Committee's decision will be final.</p>	<p>The current situation does not allow for fluid change to the constitution. Proposers must wait for the AGM or, if the 60% of the membership deems it urgent enough, a Special general meeting can be called (this has never happened). Currently we have a committee looking at the Constitution as a whole, and has been doing so, on and off, for several years - it is a very big task.  This posposed change will allow a point of contact for those proposing change and streamline the process.  The grievance process will allow for a broader cross-section of membership to review the proposed change.  Importantly, it will also take the time-consuming process away from the AGM.</p>	

15. **Executive Committee nominations:**

Executive Positions

- President:
- Treasurer:
- Secretary:
- Editor:
- Immediate Past President:

State / Unit Representatives

- Townsville:
- Brisbane:
- Sydney:
- Melbourne:
- Hobart:
- Adelaide:
- Fremantle:
- Darwin:
- NZ (North Island)
- NZ (Mainland)
- International Representative

New Unit Representatives

(if passed in Proposed Constitutional Change)

- WCHM
- Hyperbaric Health – Berwick
- Hyperbaric Health – Bundoora
- Hyperbaric Health – Sydney

16. **2018 ASM Nominations:**